

EXPENSES CLAIM FORM

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:						Elizabeth						Denham						DATE OF CLAIM: DD/MM/YY						19/01/18						CLAIM REFERENCE:						Denh19-01-18																																									
												COST CENTRE (TEAM NUMBER / NAME):												120 - LEADERSHIP TEAM						overwrite this cell with currency if "other" selected below						FINANCE USE																																									
DATE & TIME <i>(FOR SUBSISTENCE CLAIMS)</i>						REASON FOR TRIP						DESCRIPTION OF EXPENSE						CATEGORY						RECEIPT NUMBER						NO. MILES												NO. PASSENGERS						AMOUNT CLAIMED																													
RECEIPT DATE/ TRIP START																																																TRIP END						TOTAL TRIP						CHOOSE CURRENCY						PROJECT CODE											
DD/MM/YY 00:00:00						DD/MM/YY 00:00:00						HRS						WHY YOU TRAVELLED						WHAT YOU PAID FOR						CHOOSE FROM DROP DOWN LIST						ENTER NUMBER UNLESS N/A APPEARS						UK £						USE DROP DOWN LIST						CODE																							
08/01/18												n/a						Meetings in London						Meal in London						UK Subsistence & meals 26001						1						N/A						1						10.14						NO PROJECT - 0000						120-26001-0000											
09/01/18												n/a						Meetings in London						Breakfast in London						UK Subsistence & meals 26001						2						N/A						1						16.82						NO PROJECT - 0000						120-26001-0000											
10/01/18												n/a						Meetings in London						Breakfast in London						UK Subsistence & meals 26001						3						N/A						1						16.82						NO PROJECT - 0000						120-26001-0000											
10/01/18												n/a						Meetings in London						Taxi in London						UK Travel & Accommodation 26001						4						N/A						1						16.80						NO PROJECT - 0000						120-26001-0000											
10/01/18												n/a						Meetings in London						Lunch in London						UK Subsistence & meals 26001						5						N/A						1						6.79						NO PROJECT - 0000						120-26001-0000											
16/01/18												n/a						Meeting with [REDACTED]						Lunch at Cibo, Wilmslow						Hosting and working lunches 26050						6						N/A						1						30.50						NO PROJECT - 0000						120-26050-0000											

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[illegible]